IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ Department of Public Safety

Project Title: <u>Crime Reporting System (CRS) Project</u>

Categories: <u>**Analyst**</u> (need two)

<u>**Developer/Programmer**</u>
(need one each –Java and .NET Developer)

<u>**Quality Assurance**</u> (need one)

Vendor must be approved in the categories for which they are submitting candidates.

Business Need

The computerized Criminal Justice Reporting System (CJRS) was created and implemented in Minnesota (MN) in 1972. The Crime Reporting System is how law enforcement agencies report their crime statistics to the BCA and the FBI Uniform Crime Reporting Program (As required by MN statutes §§299C.05, 299C.06 and 299C.12). The crime reporting system houses statistical information about incidents, stolen and recovered property, and arrests.

The State will move from submitting crime statistics to the FBI via summary format to using the electronic-only National Incident-Based Reporting System (NIBRS) format. NIBRS provides a more detailed level of information for crime statistics than what is gathered today in Minnesota. All law enforcement agencies submitting crime statistics will be impacted by this initiative including business process changes and upgrades to their electronic submission process.

Crime statistics information is important, as it is used for many different purposes by law enforcement administration, elected officials, media, criminologists, and others.

Project Deliverables

The new Crime Reporting System will:
- Provide a comprehensive crime statistics reporting system for the submission of incidents, arrests and stolen and recovered property, including some supplemental reporting data (i.e. bias-based crimes, firearms discharge, law enforcement pursuits, etc.);
- Move the state from submitting crime statistics to the FBI via summary format to using electronic-only National Incident-Based Reporting System (NIBRS) format. NIBRS provides a higher level of detailed information for crime statistics than what is gathered today;
- Incorporate crime reporting and investigative data into the CRS solution;
- Replace and migrate the CJRS from the mainframe to the new CRS;

- Create a basic interface for agencies that do not possess their own RMS to submit crime statistics electronically;
- Provide a reporting tool for agencies to view their crime statistics that will be used for compilation of the Minnesota and FBI Crime Books as well as for statistical purposes at the state and national level.

The new crime reporting system will need to maintain summary and NIBRS data until NIBRS is fully deployed statewide.

Project Milestones and Schedule

- CRS Project is underway and approximately 40% of development work complete;
- A one year engagement is being sought for needed resources;
- June 30, 2016 is the anticipated completion of this project.

Project Environment

The CRS Project has approximately 15 team members including approximately five contracted resources. The team consists of project managers, business analysts, developers, QA testers, technical writers and subject matter experts. Internal project leads and project managers oversee all project goals and deliverables and provide oversight to the work of contracted resources. The project is managed using agile methodology.

Responsibilities Expected of the Selected Vendor

Individuals selected from this RFO process must provide services on site, due to security reasons, at the BCA's Headquarters, located at 1430 Maryland Avenue East, St. Paul, Minnesota. The total number of hours and the number of hours per week expected will be included in the contracts. Individuals will be assumed to be available for 40 hour work weeks, with exceptions approved by the BCA, and identified in the RFO response. The services are anticipated to be needed from July 1, 2015 through June 30, 2016.

The individual(s) selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any contractor's staff accordingly. Individuals selected by the BCA from this RFO will be required to complete and submit the Background Investigation forms to the BCA within a designated time period which will be defined and provided by the BCA to the individual should the individual be selected by the BCA to advance in the selection process. The contractor is responsible for the costs of the background investigation performed by BCA. The cost of each candidate's investigation is $19.75.

Resource Skill Sets Needed: Vendors must be approved in the categories for which they are submitting candidates.

Analyst

Required Skills (scored pass/fail)

Five years of business analysis experience. The five years must include work in all of the following areas:
   a. Eliciting, analyzing, and documenting business rules, business requirements, and functional requirements using agile;
   b. Eliciting, analyzing, and documenting non-functional requirements, such as usability, reliability, and performance;
   c. Creating data dictionary and data mapping documents;
   d. Writing User Stories;
   e. Writing Test Scenarios and conducting user acceptance testing;
   f. Creating Entity Relationship Diagrams (ERD);
   g. Business process modeling;

      h. Iterative development and/or agile practices;

      i. Requirements management and traceability from stakeholder requirements through testing and implementation.

      j. Planning and facilitation of meetings such as Joint Application Development (JAD) sessions.

In order to pass, vendors must clearly identify that the candidate has experience in all of the above areas.

Desired Skills

1. Three years of business analysis with experience. The three years must include work in all of the following areas:
   a. Business process reengineering;
   b. XML and SQL;
   c. Service oriented architecture (SOA);
   d. Criminal justice systems and programs;
2. Experience working with law enforcement agency records management systems (RMS);
3. Strongly prefer at least one year of experience working with criminal justice systems.
4. Experience on projects that must conform to Section 508 and WCAG 2.0 requirements.

.NET Developer:

Required Skills (to be scored as pass/fail)

Required minimum qualifications:
1. Five years developing in ASP.NET and C# with at least one year of experience working with .NET 4.0 or above.
2. One year experience working with ASP.NET MVC 3 or above.
3. Five years of experience writing Javascript and at least one year of experience using jQuery.
4. Three years of experience writing HTML with at least six months experience with HTML5.
5. Three years of experience working with Microsoft SQL Server and writing T-SQL code.
6. Experience with design patterns.
7. Experience on two projects using middleware to integrate enterprise applications.
8. One year experience using automated build tools.

In order to pass, vendors must clearly identify that the candidate has experience in all of the above areas and meets the minimum amount of experience where it is identified.

Desired Skills

1. Three years of professional experience in an IT environment working with the following:
   - XML Schemas;
   - XSL transformation from XML to XHTML;
   - Simple Object Access Protocol (SOAP).
2. Professional experience in an IT environment working with the following:
   - Experience using LESS for authoring CSS;
   - Bootstrap;
   - Justice XML Data Dictionary 3.0 (JXDD);
   - NIEM;
   - Federated Identity;
   - Automation tools such as AntHillPro and Selenium;
   - SDLC tools such as Rational Team Concert;
   - Web Services Description Language (WSDL).
3. Ability to write concise and thorough unit tests using the NUnit framework,
4. Understanding of web services and demonstrated ability to consume web services on at least two projects.
5. Strongly prefer at least one year of experience working with criminal justice systems.
6. Code that conforms to WCAG 2.0 guidelines.

Java EE Developer:

Required Skills (to be scored as pass/fail)

Required minimum qualifications:

1. Five or more years as a Java EE developer including experience in all of the following areas.
   - Java Standard Edition (JSE) 6, including JDBC;
   - Java Enterprise Edition (JEE) 5 and 6, in particular EJB 3, JMS, JNDI, JAXB, JAX-WS;
   - Web services, including XML, SOAP, WSDL, Schema, and XPath;
   - Experience with JEE application servers, preferably WebLogic 11g;
   - Build tools, such as Apache Ant;
   - Source code repositories, such as Rational Team Concert;
   - Enterprise Application Integration (EAI) and/or Service Oriented Architectures (SOA);
   - Structured Query Language (SQL).

In order to pass, vendors must clearly identify that the candidate has experience in all of the above areas.

Desired Skills

1. Knowledge and experience with the following:
   - Eclipse IDE;
   - National Information Exchange Model (NIEM);
   - Single Sign On and/or Federated Identity;
   - Design Patterns;
   - Oracle OSB or similar Enterprise Service Bus (ESB);
   - IBM WebSphere Message Queue;
   - XSLT and XQuery;
   - SDLC tools such as Rational Team Concert;
   - Automation tools such as AntHillPro and Selenium;
2. Strongly prefer at least one year of experience working with criminal justice systems.
3. Code that conforms to WCAG 2.0 guidelines.

Quality Assurance:

Required Skills (to be scored as pass/fail)

Required minimum qualifications

1. Five years work experience in each of the following areas:
   - Systems analysis, test design and software/application development life cycle;
   - Developing test plans, test cases and test scenarios;
   - Using quality assurance methodologies and metrics;
   - Testing web applications and web services;
   - Using two or more quality assurance and testing tools, such as Rational Quality Manager, soapUI, XMLSpy and HP LoadRunner;
   - Tracking software defects using a tool, such as Rational Team Concert.
2. Three years of experience creating automated tests, using Selenium and HP QuickTest Professional.
3. Two years of experience being on a team using iterative software development, with one year using an agile methodology.

Desired Skills

1. Four-year IT-related degree.
2. Software testing certification.
3. A work history with large, complex online transaction systems with software testing methodologies.
4. Experience with MQ and messaging middleware.

5. Skill or training on project management principles.
6. Experience with reading and understanding XML documents.
7. Understanding of database design and database technology and ability to write ad hoc SQL queries.
8. Experience with ASP.NET or JEE technology stack.
10. Strongly prefer at least one year of experience working with criminal justice systems.
11. Experience testing for WCAG 2.0 conformance.

Process Schedule

Deadline for Questions	06/01/2015, 10:00 AM
Anticipated Posted Response to Questions	06/02/2015, 10:00 AM
Proposals due	06/05/2015, 2:00 PM
Anticipated proposal evaluation begins	06/09/2015
Anticipated proposal evaluation & decision	06/19/2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

> Name: Joyce Simon
> Organization: MN.IT @ DPS
> Email Address: joyce.simon@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (http://mn.gov/buyit/14atm/rfo/active.html) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

The criteria and weighting on which proposal will be scored are:

- Experience 70%
- Cost 30%

Note: It is anticipated that BCA will contract for up to 5 resources for services. If selected, contracted resources must perform all work onsite (as previously described) for the duration of project to participate in daily project work Monday through Friday.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

Vendor may submit up to one resource for each category sought through this posting.

The proposal should be assembled as follows:

1. **Cover Page**
   Vendor Name
   Vendor Address
   Vendor City, State, Zip
   Contact Name for Vendor
   Contact's direct phone/cell phone (if applicable)
   Contact's email
   Resource Name being submitted

2. **Cover Letter with Overall Experience:**

   1. Provide narrative, including companies and contacts where your resource has demonstrated the **required and desired skills** as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Provide specific detail that highlights the resource's skills.

   2. Attach the resume of your proposed resource. Be certain the resume has dates of work and notes whether the resource was an employee or consultant. Each resume must specify the number of years held in each skill set/position and specifically list the minimum qualifications and experience, and any required or desired skills and experience the individual possesses.

3. **Cost Proposal** must be in a separate document and not listed in any other place in your submission. Document naming convention: <Company Name><Resource Name> <Category> Cost Proposal. Example: ABC Company, John Doe, Analyst Cost Proposal.

4. **Conflict of interest statement as it relates to this project**

5. **Cover sheets – Complete for each candidate located at the end of this RFO.**

6. **Additional Statement and forms:**
   required forms to be returned or additional provisions that must be included in proposal
   a. Affirmative Action Certificate of Compliance (if over $100,000, including extension options)
      http://www.mmd.admin.state.mn.us/doc/affaction.doc
   b. Affidavit of non-collusion
      http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc
   c. Certification Regarding Lobbying (if over $100,000, including extension options)
      http://www.mmd.admin.state.mn.us/doc/lobbying.doc
   d. Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
      http://www.mmd.admin.state.mn.us/doc/vetpref.doc
   e. Targeted Group/Economically Disadvantaged (TG/ED) Small Business Procurement Program
      http://www.mmd.admin.state.mn.us/mn02001.htm
   f. Resident Vendor Form (if applicable)
      http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc

Proposal Submission Instructions

Vendor may submit up to one resource for each category sought through this posting.

- Response Information:
    - Submit your response to: Joyce Simon at joyce.simon@state.mn.us
    - May submit only one resume for each category
    - Subject Line for the response: **CRS Project response < company name> RFO0063**
    - Submit your response through email with a delivery and read receipt. The State is not responsible for any submissions not received by the closing of this solicitation Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**
- **A copy of the response must also be sent to MNIT Contracts to Debra.A.Johnson@state.mn.us**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification
In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:
1) Intentional, willful, or negligent acts or omissions; or
2) Actions that give rise to strict liability; or
3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret

materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: **http://mn.gov/mnit/programs/policies/accessibility/**.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans.**

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Work Force Certification

For all contracts estimated to be in excess of $100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."